


# Overview of the Firefighter Recruit Hiring Process

*City of San Jose*  
*Human Resources Department*

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The goal of the testing process is to identify the most qualified candidates that meet the needs of the City and the Fire Department.

# Overview – Process to Become a Firefighter

- Minimum Qualifications
- Application
- Personal History Questionnaire
- Entry-Level Test/ Physical Ability Test (CPAT)
- Qualified Candidate Group
- Oral Interview Process
- Backgrounding
- Medical & Psychological Screening
- Fire Academy
- Serve one year probation

# Minimum Qualifications

- 18 years or older
- Graduation from high school or equivalent (GED, California Proficiency Certification)
- Possession of a valid driver's license
- Possession of a valid Emergency Medical Technician Certification (EMT)

# Application and Testing

- Apply at:

[www.nationaltestingnetwork.com](http://www.nationaltestingnetwork.com)

- NTN is conducting the Entry-level test and Personal History Questionnaire (PHQ) on behalf of the City of San Jose

# What to Expect at NTN

- Complete on-line application and PHQ
- Review all information related to SJFD Firefighter position
- Detailed information about both the entry level test and CPAT test
- Take online practice tests at [www.fireteamtest.com](http://www.fireteamtest.com)
- Schedule your own convenient test time

# Personal History Questionnaire

- Allows applicants to self-report behavior that has been determined to relate directly to job suitability
- Personal history categories:
  - o Education
  - o Employment
  - o Military Experience
  - o Public Safety Experience
  - o Financial History
  - o Legal History
  - o Substance Use
  - o Driving Record

# NTN Examination

- Four components to the NTN FireTEAM Testing System:
  - a video-based human relations test,
  - a mechanical aptitude test,
  - a math test and
  - a reading ability test.
- Study Aide:
  - FireTEAM Practice Test



# CPAT

- Take the CPAT directly from NTN

OR

- Provide proof of successful completion of the test from another agency within one year prior to closing date (April 25, 2014)

# Qualified Candidate Group

- NTN candidate scores will be forwarded to the City of San José.
- Candidates with a passing score on the NTN exam and who have successfully completed the PHQ and CPAT will be placed in the qualified candidate group for Firefighter Recruit.

# Qualified Candidate Group

- Candidates with the best combination of exam scores and desirable qualifications to meet the business needs of the City will be invited to the oral interview process for the August 2014 Academy.
- Candidates who do not move forward remain in the qualified candidate group for future consideration.

# Desirable Qualifications

- Possession of current and valid Paramedic Certification
- Bilingual Skills
- Possession of a valid California Class B Drivers License
- California State Fire Marshal issued Firefighter I Certification
- Department of Defense Firefighter Certification

# Desirable Qualifications

- Post-secondary Education, for example:
  - Two or four year degree in Fire Science or Fire Technology
  - Fire Science Certification

# Oral Interview Process

- Structured Panel Interview
  - SJFD members
  - City employees and/or community members
- Focus on Key Competencies
  - Preparation for Fire Service Career
  - Stress Tolerance
  - Problem Solving
  - Cultural Sensitivity
  - Communication Skills

# Background Investigation

- Provides additional information regarding past behavior that would impair usefulness of an applicant or cause embarrassment to the City
- Includes criminal records check, credit check, DMV screening, interviews with references, polygraph examination, etc.

# Medical & Psychological Examination

## Medical:

- Includes vision test and drug screening

## Psychological:

- Written and oral screening



# Final Steps

- Firefighter Recruit – 18 week Academy
- Firefighter – one year probation